**ACT NOW! Sign-Up TODAY!**

**Star Series - Level III Schedule:**
Embracing Star-Achieving Attitudes™

Be A Stellar Ambassador™
Coaching A Star Team™
Mastering A Stellar Career™

Please see the HR 128 training database for a detailed course schedule. Online registration is required.

[www.uthsc.edu/hrtraining](http://www.uthsc.edu/hrtraining)

★★★★★★★★★★

**ABOUT THE FACILITATOR:**

**Monica Fleming** is the Training Coordinator in Human Resources at the UT Health Science Center and has been with the university for about 6 years.

She is a certified Star Achievement facilitator and graduate.

Monica is very enthusiastic in her facilitation of the Star principles and is excited to share what the program has to offer.

As with all training, you must have your manager's approval prior to registration.

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A training opportunity you don’t want to miss…

**LEVEL III**

Can you benefit from learning how to:

- Present a powerful professional image?
- Assess your current skill level and identify areas for growth?
- Communicate accurate, timely, and relevant information?
- Continuously learn and develop the skills to become better at your job?
- Eliminate unproductive work habits?
- Self-motivate yourself to take action and work to your full potential?

Questions may be directed to

**Monica Fleming**

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If so, then you don’t want to miss this opportunity!
OVERVIEW

The Star Achievement Series® is a training program developed by the Founder and CEO of Office Dynamics, Ltd., Joan Burge. Joan is an author and national corporate trainer with over 25 years of experience in the administrative and training profession. She drew on her extensive career as an executive assistant in the design of this series.

The philosophy behind Star Achievement is that it takes a combination of skills, attitude, teamwork and strategies to stay on the cutting edge.

“Every person [has] the potential to be a star performer at work. Star performers are professionals who continually seek new ways of doing things, create better techniques to improve their performance, and realize that they are on a journey that never ends. They know that who they are today is not all they are capable of becoming.” – Joan Burge

This series builds on the skill, attitude, teamwork and strategy fundamentals that result in increased productivity and job satisfaction among office professionals.

CLASS STRUCTURE

The Star Achievement Series® is a tri-level, multi-module series. In this level, participants will cover the following modules:

Star Achieving Attitudes™

In Module One, learn to:
- Identify Self-Management as an attitude
- Embrace commitment
- Build a diplomatically-assertive attitude
- Gain an edge toward achieving goals
- Create a personal action plan

Be a Stellar Ambassador™

In Module Two, learn to:
- Become a communication link
- Build rapport
- Tap into your creative energy
- Sell ideas across the organization
- Exercise left/right brain thinking

Coaching a Star Team™

In module three, learn to:
- Identify how to step up to managerial responsibilities
- Complement your team’s talents
- Encourage, Challenge and Coach Staff
- Criticize Effectively
- Become a great leader

Master a Stellar Career™

In the last module, you’ll learn to:
- Break self-limiting barriers
- Create a business portfolio
- Think like an entrepreneur
- Understand the law of attraction and repetition.
- Look for and work with mentors

PLEASE NOTE: Completion of Levels I and II is a prerequisite for Level III. Participants must attend and complete all modules before they receive their certificate of completion.